

Handing In

Handing In of all exhibits at the venue the **Lingfield & Dormansland Community Centre, High Street, Lingfield RH7 6AB** will be on **SATURDAY 20th October between 10am and 1pm**. It is a requirement that paintings **MUST** be properly strung with 'D'rings and cord (or wire for heavier paintings). Exhibits will not be accepted otherwise. See **Terms & Conditions of Entry**.

Private View Reception

If you are accepted as an exhibitor you will receive one ticket for TWO people for the private View Party on **Sunday 21st October**. The doors open at **2.00pm** at the venue and the event closes at **4.30pm**. A catalogue will be available for purchase at that time listing all exhibitors and their work.

Artists Cards

Applications to display Artists Cards for sale will be accepted on a first received first accepted basis. The sale of Artists Cards will close at **3pm** on **Sunday 28th October** so that we can calculate sales and prepare them for **Handing Back**.

Handing Back (of Unsold Exhibits and Artists Cards)

The exhibition closes to the public at **4pm Sunday 28th October**. It will take our team an hour or so to dismantle the exhibition.

Collection of unsold exhibits and Artists Cards from the venue will be between 5.30 and 6.30pm the same day.

Unsold **Exhibits and Artists Cards MUST** be collected during the above times as the venue has to be cleared. Lingfield Art Association will not be responsible for any work after that time.

Payment to Artists for Sold Exhibits/Cards

Cheques for exhibits and cards sold will have been made payable to Lingfield Art association. After we have deducted the commission, details of any sales and cheques will be sent to the artists. Any enquiries from the public regarding those of you who offered commissions will also be provided to you at that time.

Mailing List and Contact Information

Under the terms of the new **Data Protection Legislation 2018**, Lingfield Art Association (LAA) is required to maintain securely the contact information that artists provide. We keep this information electronically on a spread sheet which is password protected and maintained and accessed by only two of the Trustees. Lingfield Art Association keeps your contact details for administrative purposes, record keeping, and the arrangement of the annual art exhibitions only. Particulars will not be disclosed to any persons outside the Lingfield Art Association Trustees. If you wish to be **removed from our mailing list** please tick the appropriate box and return the Application Form to the address shown below. Please remember that unless we have up to date information we will be unable to send you entry information and if you sell your work, your fee.

LAA Data Protection Policy can be downloaded from our website at: www.lingfieldart.org

Please return your completed Application form to:

Lingfield Art Assoc, 7 Oldaker Road, Newick, East Sussex. BN8 4LN

We look forward to receiving your application form in due course and please don't forget that we do need **stewards** to safeguard the work that is exhibited.

Ken Farmer
Exhibition Team
Lingfield Art Association

Lingfield Art Association

Autumn Exhibition 22 – 28 October 2018



Invitation & Advice

Dear Artist

To enter for the 2018 Exhibition, which will be open to the public between Monday 22nd and Sunday 28th October, you will require the forms that are dispatched to artists on our mailing list either by post or email. If you have not received them please download them from our website: www.lingfieldart.org

The forms are:

- Invitation & Advice – this form
- Application Form – which includes the space for you to indicate when you can steward and space to apply for you to provide Artists Cards for sale. This must be signed and returned to the address below by not later than **5pm Thursday 20th September 2018. No changes will be accepted after this date.**
- Exhibition Terms & Conditions (T&C's). Please read **before** completing the Application Form
- TWO Fliers for you to distribute / advertise the event

The **VENUE** for the Exhibition will as usual be the **Lingfield & Dormansland Community Centre, High Street, Lingfield RH7 6AB**

2018 Exhibition Timetable			
Closing Date for Entries: 22 nd September 2018 (No changes after this date)			
Date	10am – 1pm (note new timing)		
Sat 19 Oct	Artists Hand In Exhibits		Artists Private View*
Sun 21 Oct			Sunday 2 till 4.30pm
10am – 6pm each day			
Mon 22 Oct	Stewarding / Public	Exhibition	Open
Tue 23 Oct	Stewarding / Public	Exhibition	Open
Wed 24 Oct	Stewarding / Public	Exhibition	Open
Thur 25 Oct	Stewarding / Public	Exhibition	Open
Fri 26 Oct	Stewarding / Public	Exhibition	Open
Sat 27 Oct	Stewarding / Public	Exhibition	Open
Sun 28 Oct	Stewarding / Public Exhibition Open (Exhibition closes at 4pm)		5.30pm – 6.30pm Hand Back
			<i>Private View by invitation only</i>

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Terms & Conditions – THREE key points

1. May we remind you that we will not accept paintings unless they are properly strung using **'D' Rings**. This helps to safeguard framed work from being damaged by other types of eyelets. Further, the cord on which the painting hangs must be **TIGHT**. We have wasted a great deal of hanging time restringing exhibits that are poorly strung.

2. **We have provided you with labels** to attach with tape to the **TOP & BACK** of your picture frame. Please ensure that you have completed your name, telephone number, the title of the work, medium and price.

3. Purchasers will make their cheques payable to Lingfield Art Association and once these have been cashed and commission deducted, we will write cheques for the balance for the artists who sell work & cards and these will be sent out as soon as possible after the event.



Application Deadline and Entry Fees

The closing date is **5pm on Thursday 20th September 2018**, Application Forms will only be accepted on a first received first accepted basis as we have a limit on hanging space of approx. 350 exhibits. No changes to your exhibit details will be accepted after the closing date. **Please Note** that we have requested the size of your exhibits to enable us to fairly apportion the hanging space. To help offset the ever increasing cost of running the exhibition a **10% commission fee** will be deducted from **all** exhibits and cards sold.